

BOARD OF TRUSTEES REGULAR MEETING

May 15, 2012

Newport Branch

MINUTES

CALL TO ORDER: President Rebecca Kelm called the regular meeting to order at 4:35 p.m.

ATTENDANCE: Board members present were: Donald Groesenbach, Paul Johnson, Rebecca Kelm, Angela Siddall, and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Ehmet Hayes, Architect; Scott Lubansky, Professional FundRaising Concepts; and Darci Gressick, Human Resources Manager.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None.

ARCHITECT'S REPORT: Ehmet Hayes provided an update on the South Branch building plans.

CAPITAL CAMPAIGN REPORT: Scott Lubansky reviewed the campaign timetable and the five key points of focus. The campaign is running about one week behind schedule. Scott is currently in the process of securing campaign leadership.

ATTORNEY'S REPORT:

- Don Groesenbach moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss litigation involving the Library, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 5:05 p.m. to discuss litigation involving the Library.
- Don Groesenbach moved that the Board of Trustees of the Campbell County Public Library end the closed session, Steven Trumbo seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 5:15 p.m.

PRESIDENT'S REPORT: No report.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached.

LIBRARY DIRECTOR'S REPORT: Steven Trumbo requested clarification on the declining statistics as indicated in JC Morgan's written report. JC Morgan pointed out that, while some areas have seen some softening such as circulation of video materials, there are other areas of strength such as the visitor counts and the meeting room use. JC Morgan further reported:

- He attended National Library Legislative Day in Washington, D.C.
- He will be taking a vacation beginning June 23 and returning on July 6. He has another vacation scheduled at the end of July.
- The Board agreed that the Capital Campaign may use the mailing addresses of adult patrons for the general solicitation in the fall.
- The temporary trustee certificates have been received and will be hung in the Board room.

COMMITTEE REPORTS:

- Board Member Selection Committee: No report.
- Budget Committee: The committee met on Saturday, May 5. The Library has sufficient reserve to carry into the next fiscal year to cover expenditures until property tax revenue is received in November. The proposed 2012/2013 fiscal year budget includes the largest increase in the collection budget, a 3% merit increase for the staff, and a mobile computer lab. There is no change, however, in the budgeted revenue. The additional expenses were covered by the refinancing of the Library's debt service, the adjustments made to staffing, and other areas of expense. Steven Trumbo moved to approve the fiscal year 2012/2013 budget, Paul Johnson seconded the motion, all were in favor and the motion carried. Don Grosenbach moved to dissolve the Budget Committee, Angela Siddall seconded the motion, all were in favor and the motion carried.
- Capital Campaign Committee: Paul Johnson and Scott Lubansky will be meeting with a potential campaign leader Wednesday, May 16.

UNFINISHED BUSINESS:

- The Campbell County Historical Society has met and decided to move forward with approaching their general membership regarding the possibility of utilizing the space in the basement of the South Branch. Paul Johnson moved to allow JC Morgan to enter into a formal discussion with the Historical Society regarding the use of the South Branch basement space, Don Grosenbach seconded the motion, all were in favor and the motion carried.
- The Board had no questions or concerns about the most recent plans for the South Branch.

NEW BUSINESS:

- Angela Siddall moved to accept the Fiscal Responsibility section of the Board Policies and Library Roles and Goals section of the General Policies, Steven Trumbo seconded the motion, all were in favor and the motion carried.
- Steven Trumbo asked to table the Sponsorship Policy until the June meeting.
- Request for Proposals were sent to five local accounting firms for auditing services. All of the firms responded to the RFPs. Dawna Haupt and JC Morgan recommended that the Board retain the services of Bramel and Ackley. Steven Trumbo moved to retain Bramel and Ackley's services, Don Grosenbach seconded the motion, all were in favor and the motion carried.

- The delivery vehicle was damaged in the Newport Branch parking lot. An insurance claim was filed and was paid in the amount of \$1,600. JC Morgan recommended that the van not be repaired as it is ten years old and showing signs of its age. A new delivery van may need to be purchased in the future. These funds will be set aside for that purpose.

FINANCIAL REPORT: Don Grosenbach moved to approve the financial report, Paul Johnson seconded the motion, all were in favor and the motion carried.

MINUTES: Steven Trumbo moved to approve the minutes for the April meeting, Angela Siddall seconded the motion, all were in favor and the motion carried.

NEXT MEETING: Tuesday, June 19, 2012, 4:30 p.m. at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Rebecca Kelm called the meeting to end at 6:15 p.m.

Respectfully Submitted,
Darci Gressick, Human Resources Manager

President

Secretary